



An independent 0 - 18 girls' day and boarding school in Eastbourne



*The post of Lower Primary Teacher
with specialism in French, Drama or Art*

Roedean Moira House is a member of the Roedean Group of Schools, a small group of schools dedicated to Roedean's vision of high-quality education. It is a leading independent day and boarding school in a magnificent location in the coastal town of Eastbourne, nestling in the leafy suburb of Meads, with views over the sea.

Roedean Moira House provides an excellent all-round education to around 300 girls from Nursery to Sixth Form, ensuring every student has the opportunity to attain her highest academic, artistic, musical, social and sporting potential.

Roedean Moira House's educational model is to offer a genuinely holistic and academic education which enables pupils to enjoy their education, develop their own interests, and discover their academic passions and we are committed to academic excellence, high-quality pastoral support, and an exceptional range of opportunities beyond the curriculum, all within a friendly and supportive atmosphere.

The Role

Reporting to the Head of Juniors. The role is to teach Key Stage 1.

Job Description

Teachers in the Junior School are directly responsible to the Head of Juniors for the oversight and development of subjects throughout the Junior School, aim for outstanding teaching and learning and for the provision of a superb learning environment for the children in their care.

Curriculum

- Provide comprehensive differentiated lesson plans following Whole School Policy, with clearly stated learning objectives.
- Take into account the specific needs of all pupils so that their learning is optimised
- Overseeing the identification and monitoring provision for gifted students and those with SEND.
- Monitoring and reviewing pupil performance and setting learning targets
- Forward planning for the work of the classroom assistant or other support staff and supervise the outcomes of their work
- Mark pupils work according to the agreed School Policy
- Report the achievement, effort and attitude of pupils in accordance with agreed School Policy
- Be prepared to take responsibility for the co-ordination of one or more curriculum areas across the Junior School
- Review and develop (the subject) and keep up to date with current developments in this curriculum area
- Introduce and encourage the use of IT within the curriculum
- Attend relevant courses, co-ordinators meetings and lead in-service activities where appropriate
- Formulate a written Policy and maintain a portfolio for (the subject) with agreed aims and objectives
- Ensure the curriculum framework for (the subject) has continuity and progression
- Develop, maintain and revise when necessary the Schools Policy and schemes of work in consultation with the Head of Juniors and colleagues
- Advise on and order the necessary resources to meet the needs of the curriculum in (the subject)
- Explore all opportunities to develop and incorporate new resources
- Audit and keep an inventory of the resources for (the subject)
- Produce an annual development plan for (the subject)
- Manage allocated funds effectively
- Ensure excellent cross over links between key stages and work as part of a team to enhance cross- curricular links
- To look for extra-curricular opportunities including trips, educational visits and speakers
- Contribute to the Junior School Development Plan
- Organise whole School themes and events to enhance learning in (the subject)
- Share development and relevant subject information with colleagues at Junior staff meetings
- Communicate possible training activities courses and new initiatives
- Attend such courses that are agreed by the Principal to complement School, Curriculum and Professional Development

Communication

- To liaise with the Safeguarding lead regarding wellbeing and pastoral care of pupils
- To communicate effectively as a Pastoral point of contact
- To encourage moral, spiritual development and a sense of social responsibility for students
- Have excellent communication skills both orally and in writing
- Act as a positive point of liaison with parents
- Participate in events and information sharing with parents

- Attend staff meetings and staff briefings once a week
- Attend all Whole School Meetings and INSET sessions as agreed by the School
- Attend parents evenings and other meetings with parents as agreed
- Support all marketing efforts and events including Open Days, Founders Day and presentations to parents, including planning outreach curricular events
- Preserve and foster the good name of the School
- Participating positively in the School's Staff Review scheme and using the process for personal development and professional effectiveness
- Inform, encourage and support NQTs and staff new to the School
- Liaise with outside agencies where required

Teaching and Learning

- Aspire to the qualities expected of teaching and learning as described in the Teaching and Learning Policy and Dfes Teacher Standards
- Create an excellent learning environment for the girls
- Reflect personally and to participate fully with the School's self-evaluating procedures ensuring outstanding teaching and learning
- Plan, organise and resource a stimulating learning environment for individuals and groups of children and deliver, evaluate and assess learning
- Understand the purpose and support the application of IEPs/SEND paperwork/learning plans
- Continually develop good ICT knowledge and skills related to effective learning and teaching
- Be able to form positive relationships with the children and motivate them to succeed
- Work collaboratively and cooperatively with other members of the School staff
- Contribute to meetings, discussions and management systems necessary to coordinate the work of the School as a whole
- Promote equal opportunities and seek to implement the Schools equal opportunities Policy
- Be able to work with children and families in a multicultural and multilingual environment with opportunities to develop a home School approach to secure effective learning

Assessment and monitoring

- Prepare children for appropriate termly and end of year assessments
- Keep records of pupils performance as is required for internal assessment and external tests
- Analyse data effectively to assess performance and progress
- Interrogate value added data to inform changes which may be necessary to develop pupil achievement
- Be able to present data in such a way as to support the effective tracking of progress
- Observe and monitor the teaching of (the subject) in the agreed curriculum
- Assist and support staff and children in target setting where appropriate

General

- Ensure that all preparations are made to start the beginning of each term effectively.
- Offer an activity as part of the School extra curriculum programme in the School
- Preserving and fostering the good name of the School in all dealings with the wider public.
- Undertake break, lunch and after school duties in line with School Policy

- Cover for absent colleagues and perform other duties as is reasonably requested by the Head of Juniors.
- Abide by and implement all School Policies
- Undertaking such other duties and responsibilities of an equivalent nature, as may be determined and negotiated by the Head of Juniors

Person Specification

- Practitioner with experience of KS1 and KS2 with a good honours degree
- Much administrative work is computer based and a good level of ICT is necessary. All school reports and grades are written onto the School's Information Management System.
- Good Organisational and Communication skills.
- An enthusiastic, committed and motivated contributor to the wider activities of the department.
- An individual who is able to work independently as well as in a supportive team.
- Statutory NQT induction is provided.

Package

Salary: Appropriate point on Roedean Moira House Teaching Scale.

Other benefits include:

- Teachers' Pension Scheme
- Remission of fees for a daughter attending the school, in line with the current policy of the governing body, subject to the usual standards and procedures for admission
- Free school meals whilst on duty

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Principal and relevant agencies.

Roedean Moira House is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to a prohibition order check, an enhanced DBS check and a safeguarding interview.

Appointment details and how to apply

Applicants must complete the application and return it to recruitment@moirahouse.co.uk or via post to Sarah King, Head of HR, Roedean Moira House, Upper Carlisle Road, Eastbourne, BN20 7TE.

The deadline for applications is 9am, Thursday 15 March 2018.